

MICHIGAN DEPARTMENT OF CIVIL SERVICE

P.O. Box 30002, Lansing, Michigan 48909

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ADVISORY BULLETIN

No. 4.01-5-2008

DATE ISSUED: November 17, 2008

POST END DATE: October 31, 2010

RULE REFERENCE: 4-1, 4-2, 4-6, 4-7, 4-8, 4-9

REGULATION REFERENCE: 4.01

BUREAU/DIVISION CONTACT AREA

Human Resource Services

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SUBJECT

**ORGANIZATIONAL STRUCTURES FOR SES AND
GROUP 4 CLASSIFICATIONS**

This document should be placed with the referenced rule and/or regulation until the Post End Date.

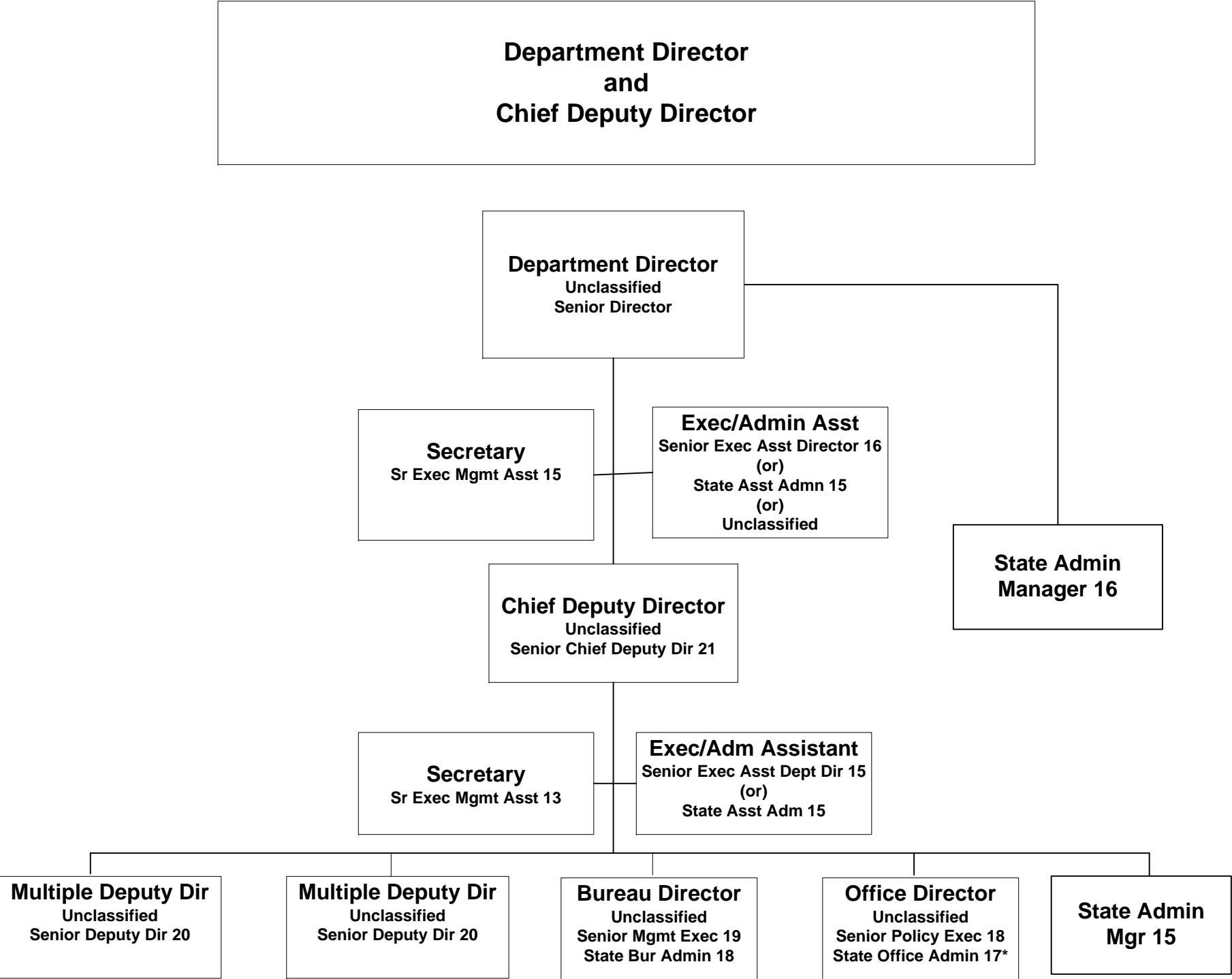
NOTE: THIS ADVISORY BULLETIN REPLACES ADVISORY BULLETIN 4.01-4, ORGANIZATIONAL STRUCTURES FOR SES AND GROUP 4 CLASSIFICATIONS, DATED OCTOBER 31, 2005.

This Advisory Bulletin and attachments are being provided to Appointing Authorities as reference tools to assist in organizational planning by showing various organizational options.

Changes to the attachments include additional examples of alternative organizational structures. These are not new concepts, but offer further clarification regarding the application of the classification plan.

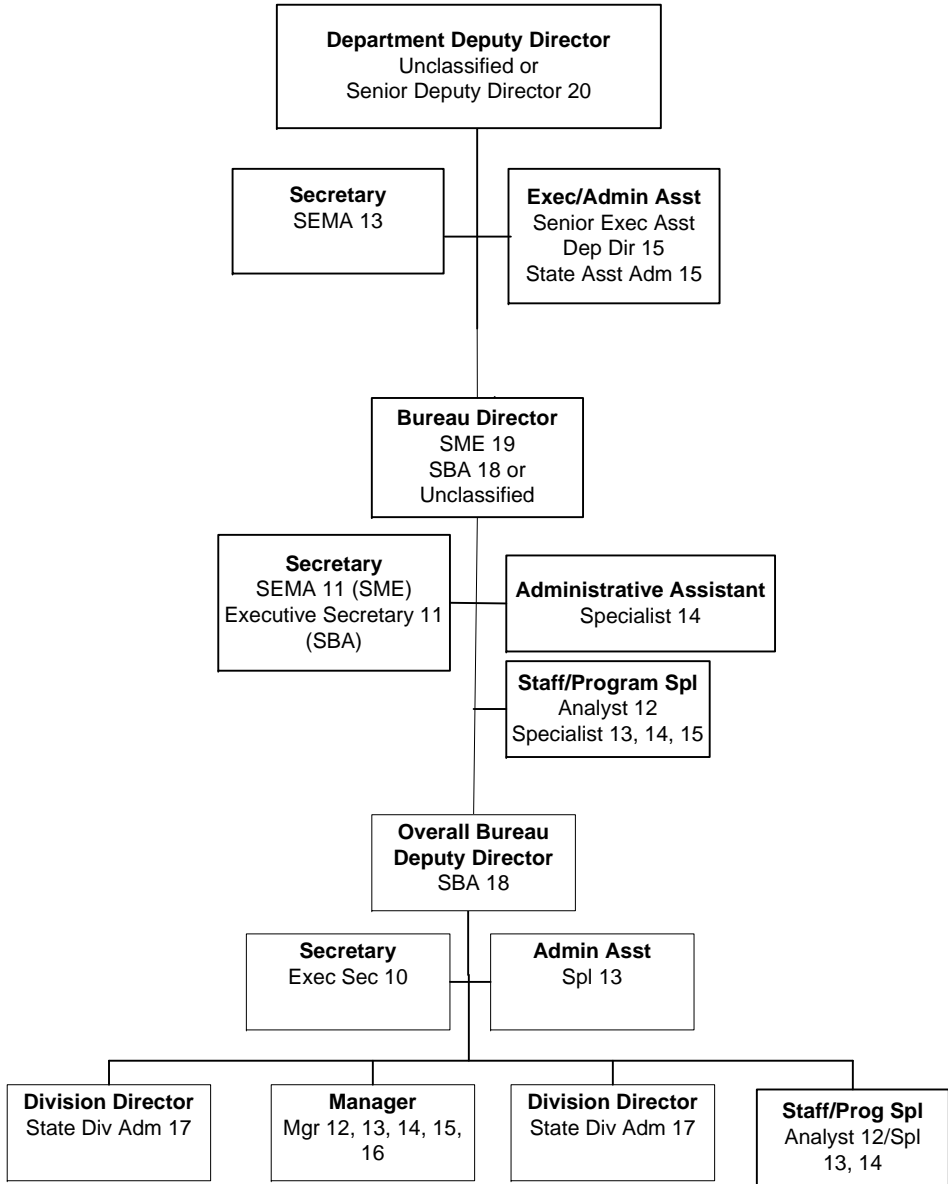
NOTE: The organizational structures shown in these documents are typical, but not all-inclusive. Alternative organizational structures may be proposed and will be reviewed for proper classification.

Attachments

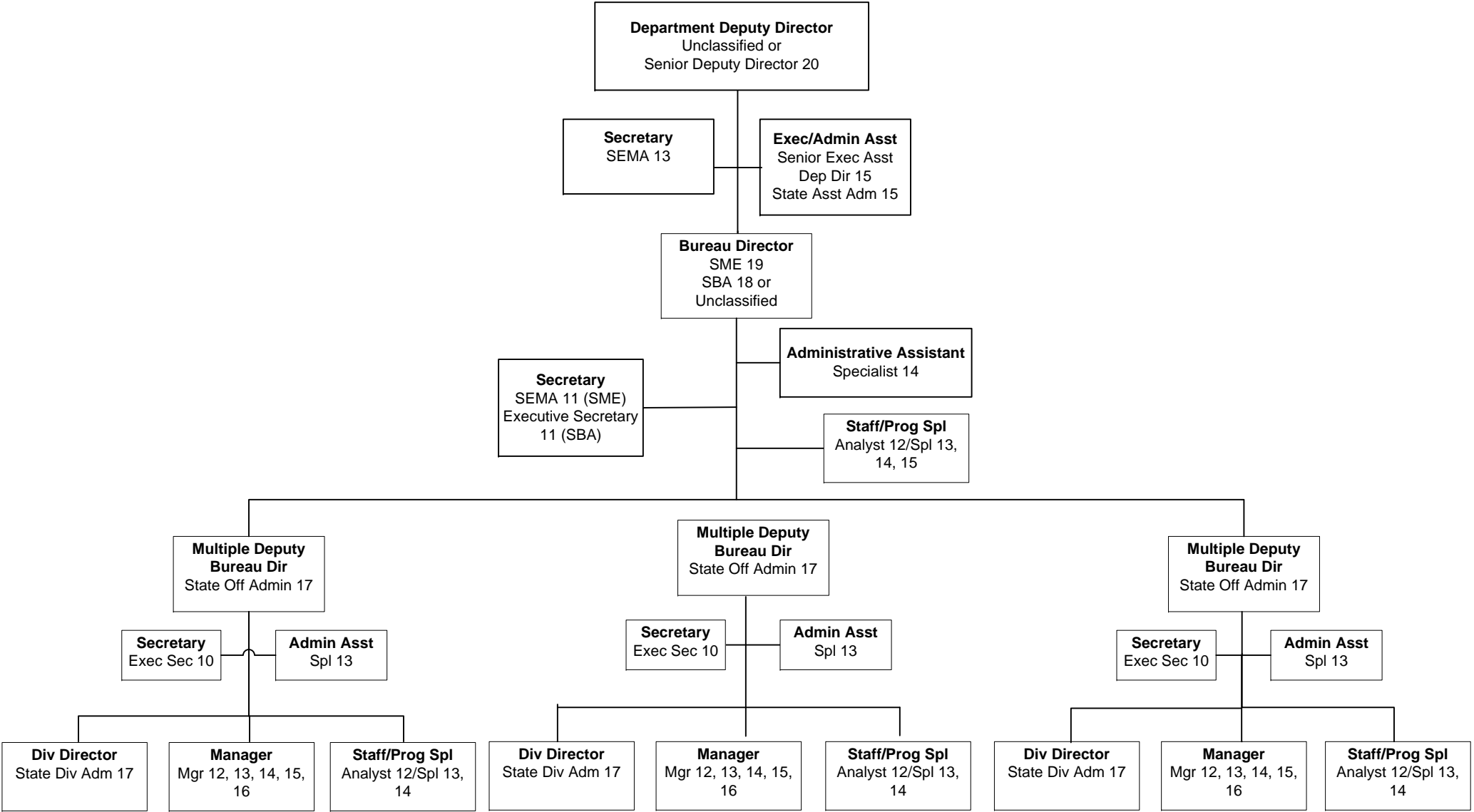


*Major Office Director (100 plus FTE's, including 50 or more professionals) would be an SBA 18, SME 19, or Unclassified.

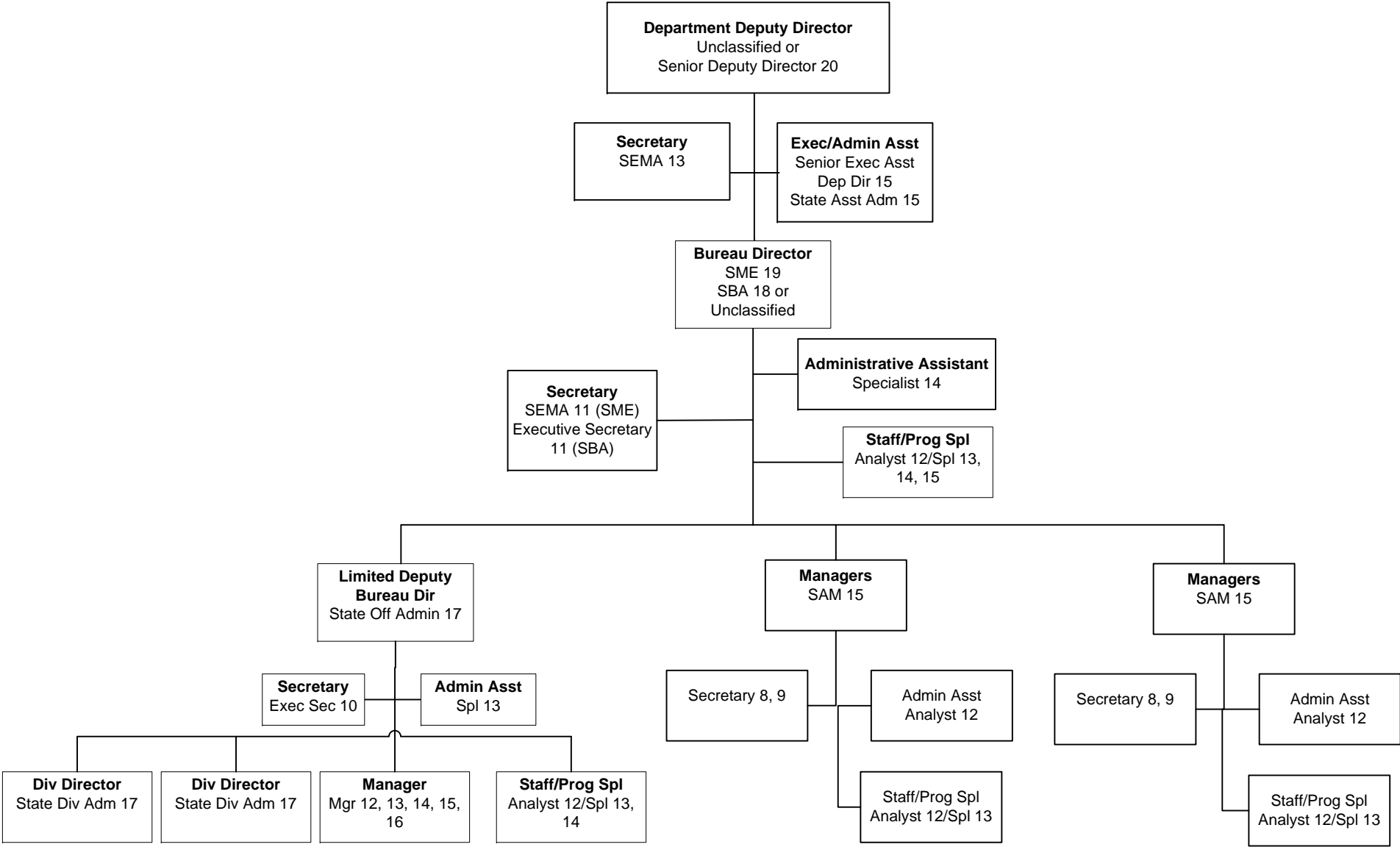
**Department Deputy Director, Bureau Director,
and
Overall Deputy Bureau Director**



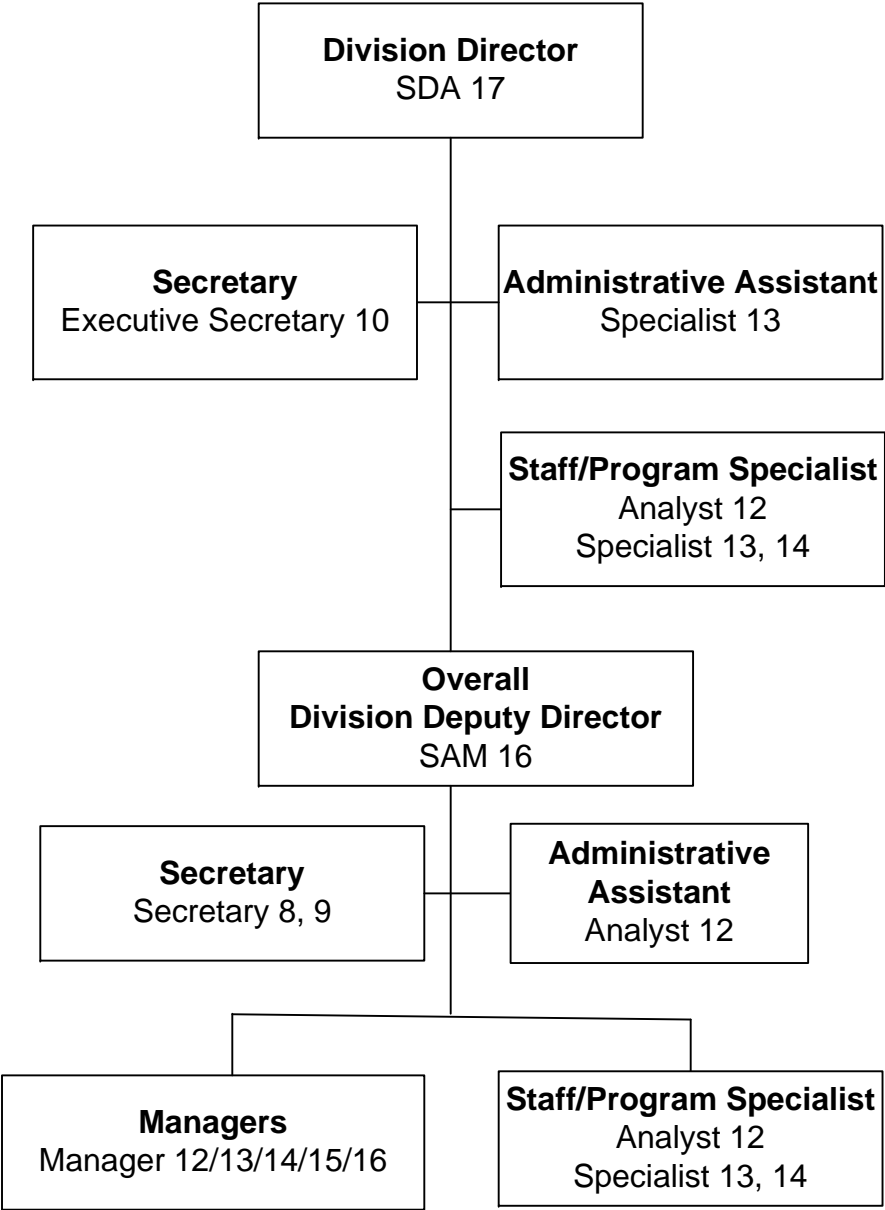
Department Deputy Director, Bureau Director,
and
Multiple Deputy Bureau Directors



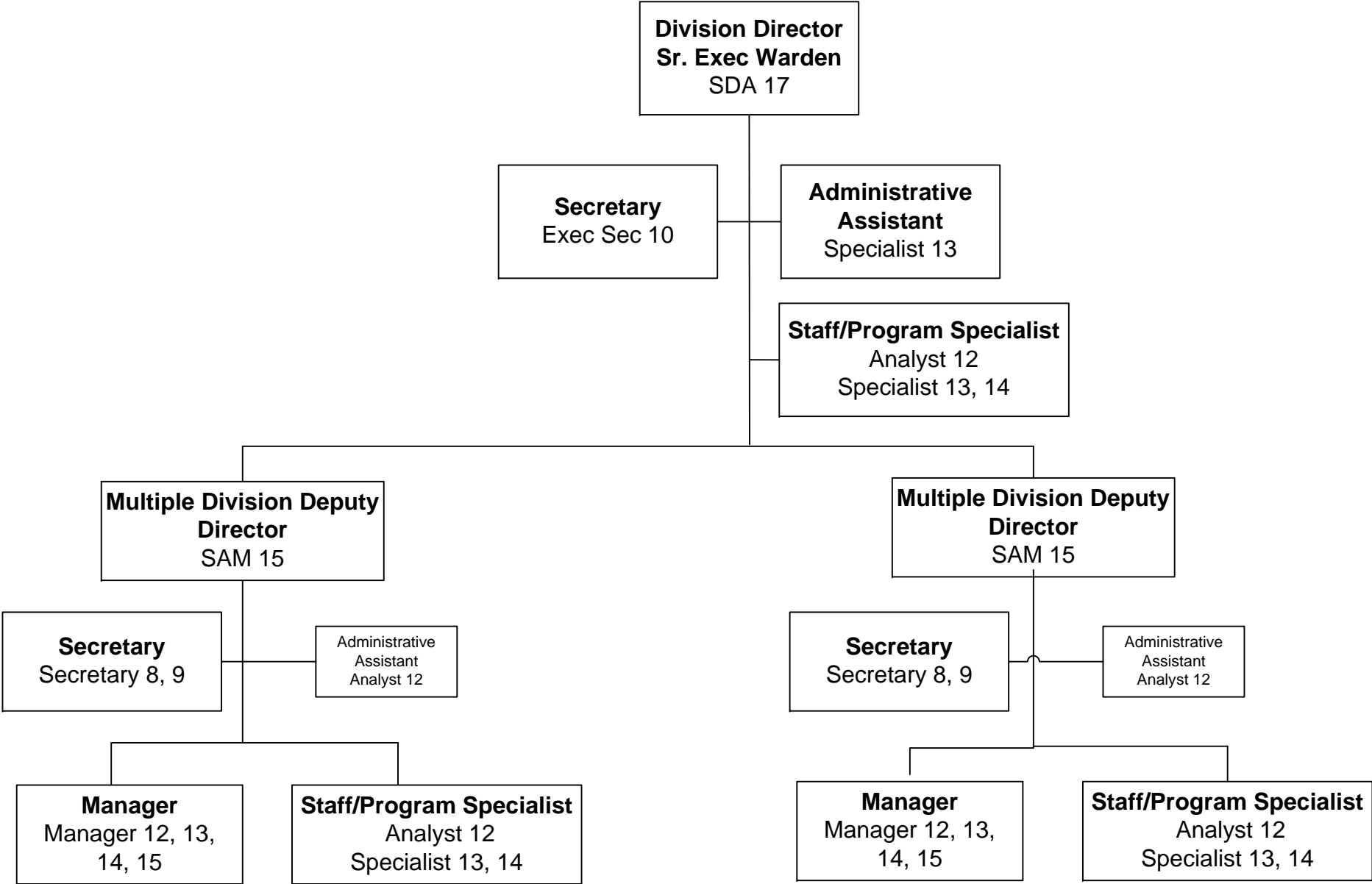
Department Deputy Director, Bureau Director,
and
Limited Deputy Bureau Director



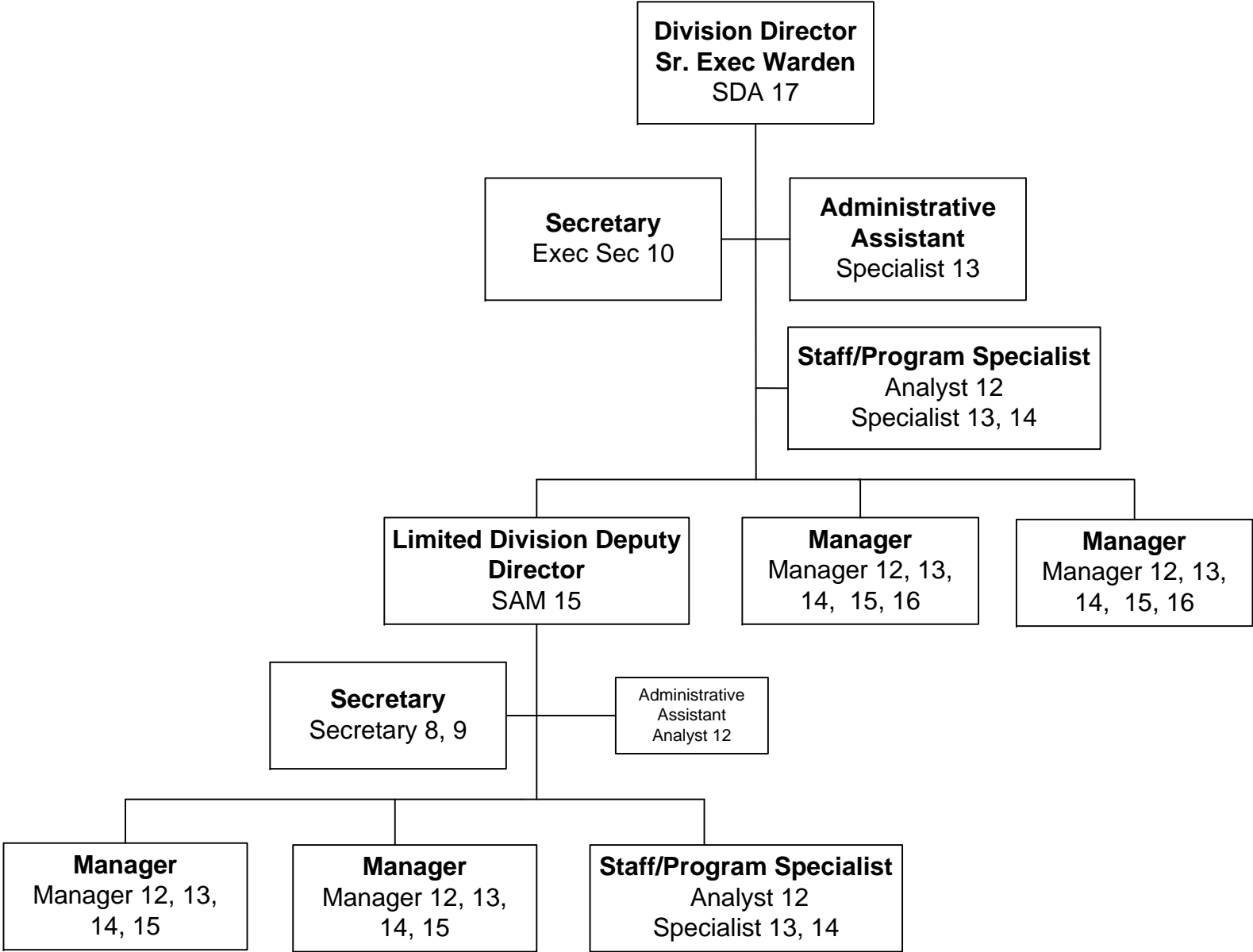
Division Directors
and
Overall Deputy Division Director



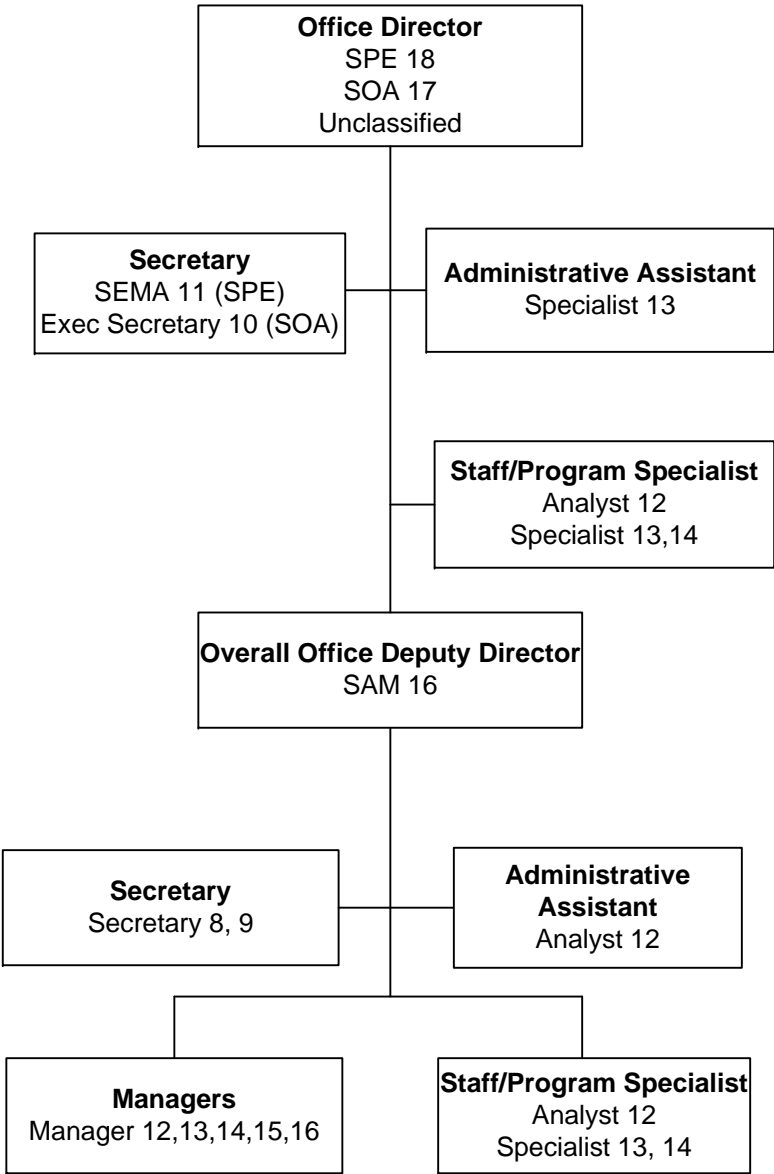
Division Directors
and
Multiple Deputy Division Directors



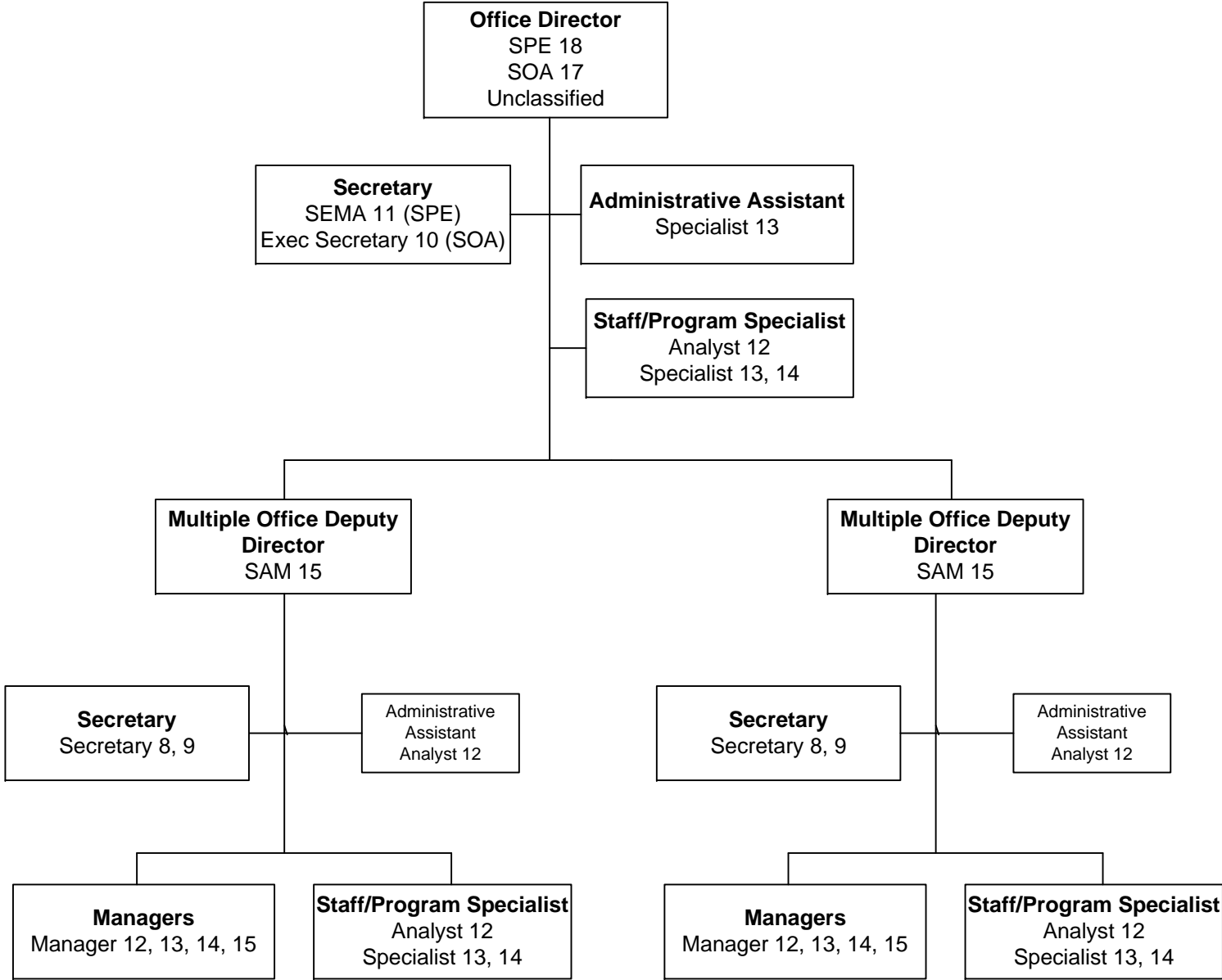
Division Directors
and
Limited Deputy Division Director

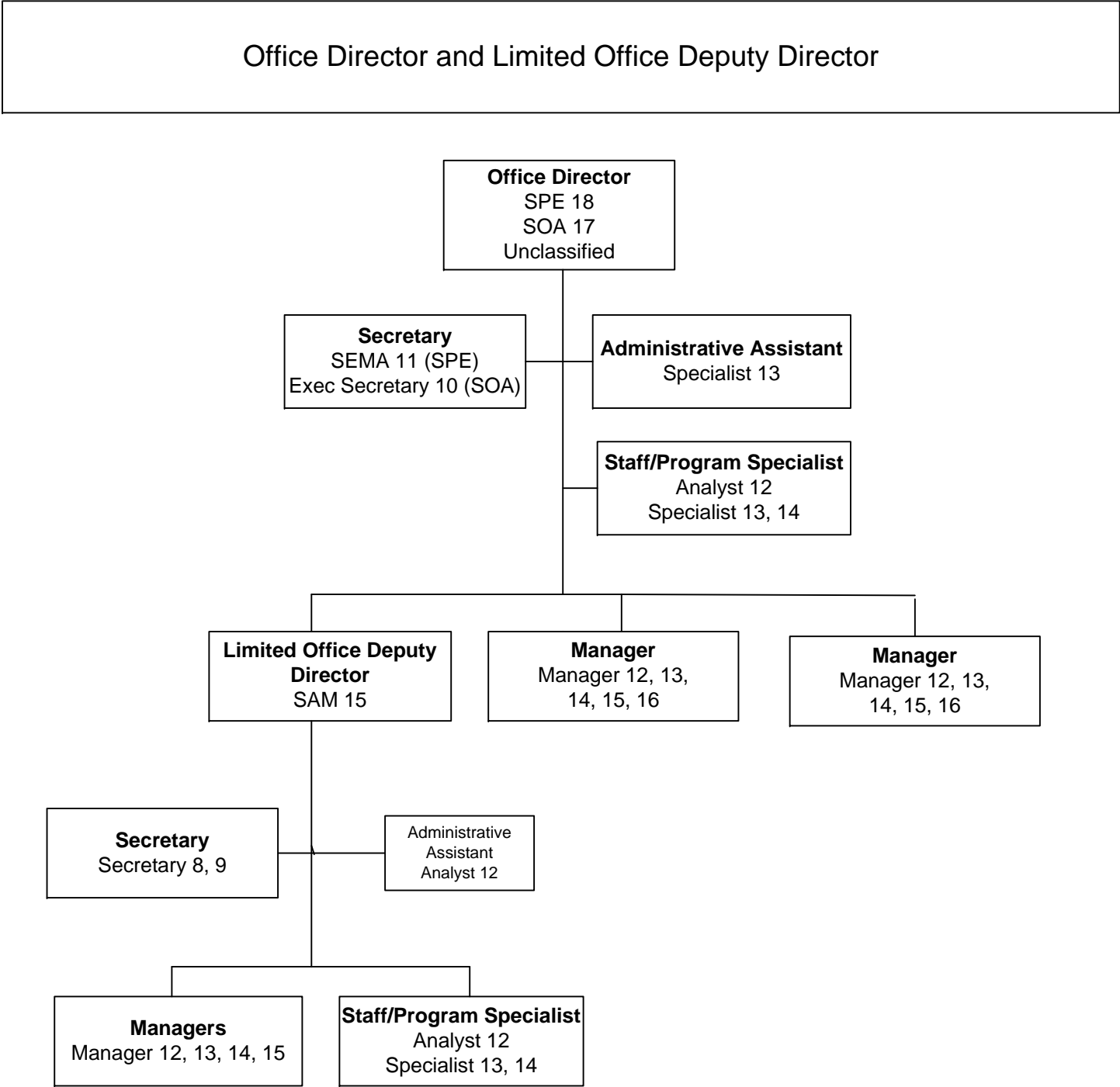


Office Director and Overall Office Deputy Director

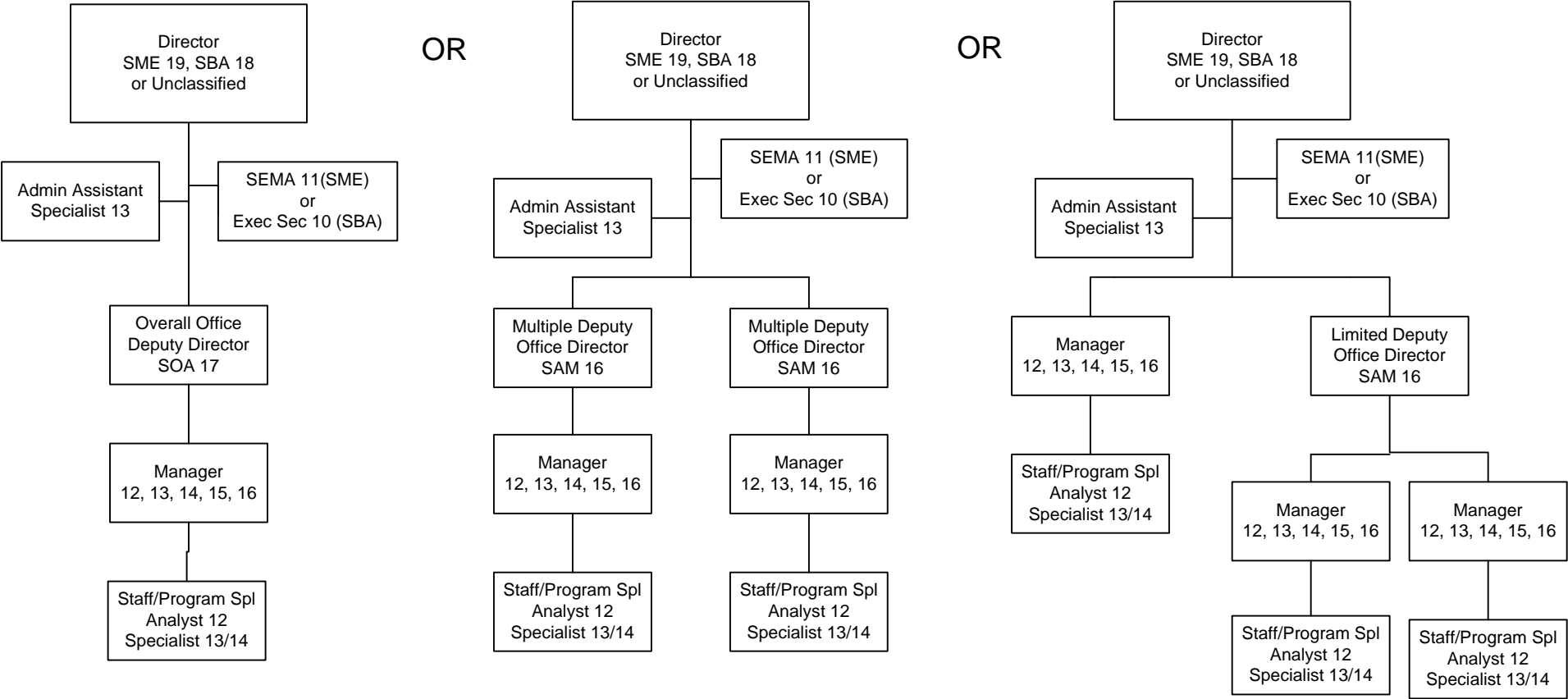


Office Director and Multiple Office Deputy Directors





Major Office



ALTERNATIVE ORGANIZATIONAL STRUCTURES FOR ALL S.E.S./GROUP FOUR CLASSIFICATIONS

<u>Department Director (Senior Director, Unclassified, or Elected)</u>	Administrative Support Exec/Administrative Assistant Chief Deputy Director and/or Deputy Director Bureau Director Office Director Managers Staff/Program Specialist	SEMA 15 Sr Exec Asst Dir or SAA 15 or Unclassified Sr Chief Deputy Dir 21 or Unclassified Sr Deputy Director 20 or Unclassified SME 19 or SBA 18 or Unclassified SPE 18 or SOA 17 or Unclassified SAM 16 Analyst 12/Specialist 13/14/15
<u>Chief Deputy Director (Senior Chief Deputy Director 21 or Unclassified)</u>	Administrative Support Exec/Administrative Asst Deputy Director Bureau Director Office Director Managers	SEMA 13 Sr Exec Asst Deputy Dir or SAA 15 Sr Deputy Director 20 or Unclassified SME 19 or SBA 18 or Unclassified SPE 18 or SOA 17 or Unclassified SAM 15
<u>Deputy Director (Senior Deputy Director 20 or Unclassified)</u>	Administrative Support Exec/Administrative Asst Bureau Director Office Director Managers	SEMA 13 Sr Exec Asst Deputy Dir or SAA 15 SME 19 or SBA 18 or Unclassified SPE 18 or SOA 17 SAM 15
<u>Major Office (SME 19 or SBA 18 or Unclassified)</u> <u>Note:</u> To qualify as a Major Office, staff must consist of at least 100 FTE's, 50 of which are professional.		
Administrative Support Administrative Assistant Overall Office Deputy Director OR Multiple or Limited Office Deputy Director Managers Staff/Program Specialist		
SEMA 11 (for SME 19 or Unclassified) or Executive Secretary 10 (for SBA 18) Departmental Specialist 13 SOA 17 SAM 16 Manager 12/13/14/15 Analyst 12/Specialist 13/14		
<u>Office Director (SPE 18 or SOA 17 or Unclassified)</u>	Administrative Support Administrative Assistant Overall Office Deputy Director OR Multiple or Limited Office Deputy Director Managers Staff/Program Specialist	SEMA 11(for SPE 18 or Unclassified) Executive Secretary 10 (for SOA 17) Departmental Specialist 13 SAM 16 SAM 15 Manager 12/13/14/15/16 Analyst 12/Specialist 13/14
<u>Bureau Director (SME 19 or SBA 18 or Unclassified)</u>		
Administrative Support Administrative Assistant Overall Deputy Bureau Director OR Multiple or Limited Deputy Bureau Dir Division Director Managers Staff/Program Specialist		
SEMA 11 (for SME 19 or Unclassified) Exec Secretary 11 (for SBA 18) Departmental Specialist 14 SBA 18 SOA 17 SDA 17 SAM 15 or Manager 12/13/14/15/16 Analyst 12/Specialist 13/14/15		
<u>Deputy Bureau Director (SBA 18 or SOA 17 or Unclassified)</u>		
Administrative Support Administrative Assistant Division Director Managers Staff/Program Specialist		
Executive Secretary 10 Departmental Specialist 13 State Division Administrator 17 SAM 15 or Manager 12/13/14/15/16 Analyst 12/Specialist 13/14		
<u>Division Director (SDA 17)</u>		
Administrative Support Administrative Assistant Overall Deputy Division Director OR Multiple or Limited Deputy Division Director Managers Staff/Program Specialist		
Executive Secretary 10 Departmental Specialist 13 SAM 16 SAM 15 Manager 12/13/14/15/16 Analyst 12/Specialist 13/14		
<u>SAM 16</u>		
Administrative Support Administrative Assistant Managers Staff/Program Specialist		
Secretary 8/9 Analyst 12 Manager 12/13/14/15/16 Analyst 12/Specialist 13/14		
<u>SAM 15</u>		
Secretary 8/9 Analyst 12 Mgr 12/13/14/15 Analyst 12/Specialist 13		